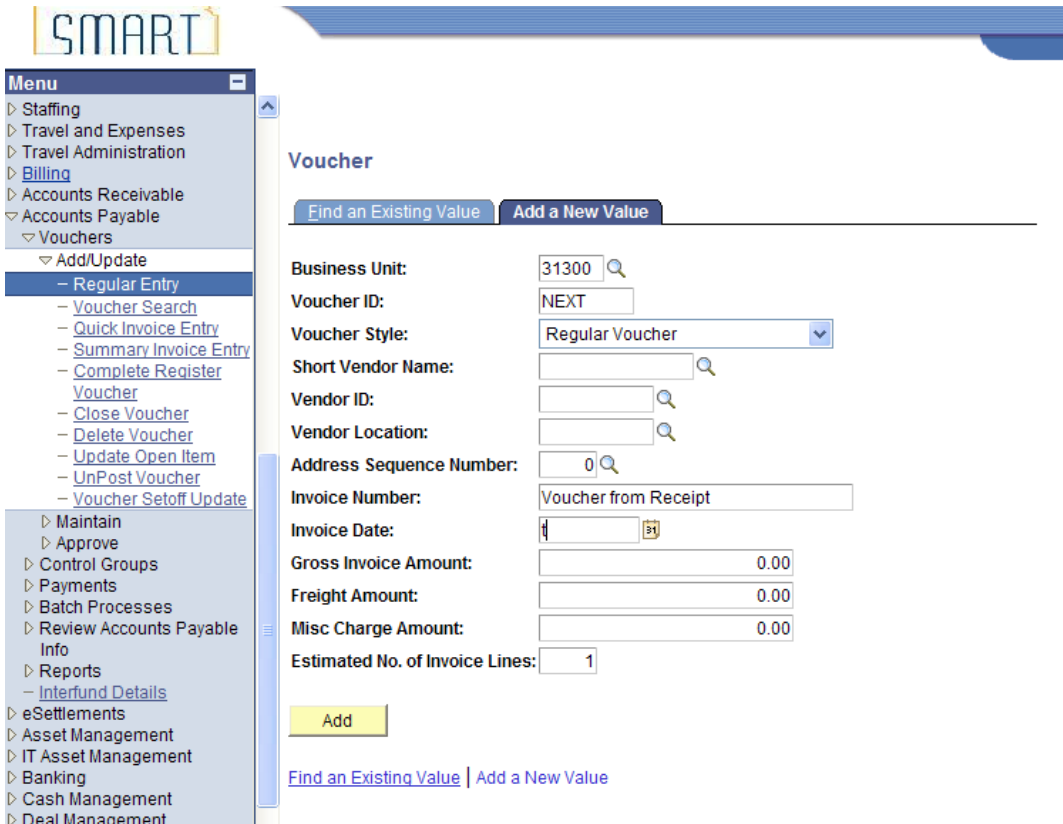
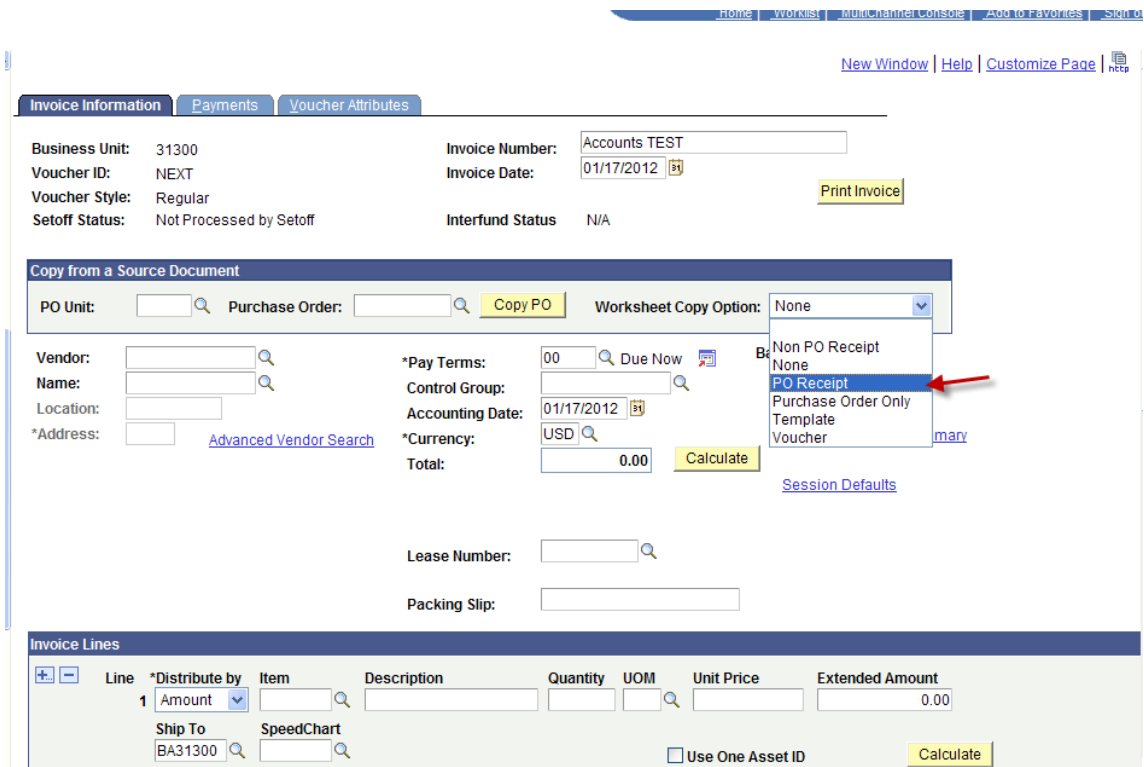
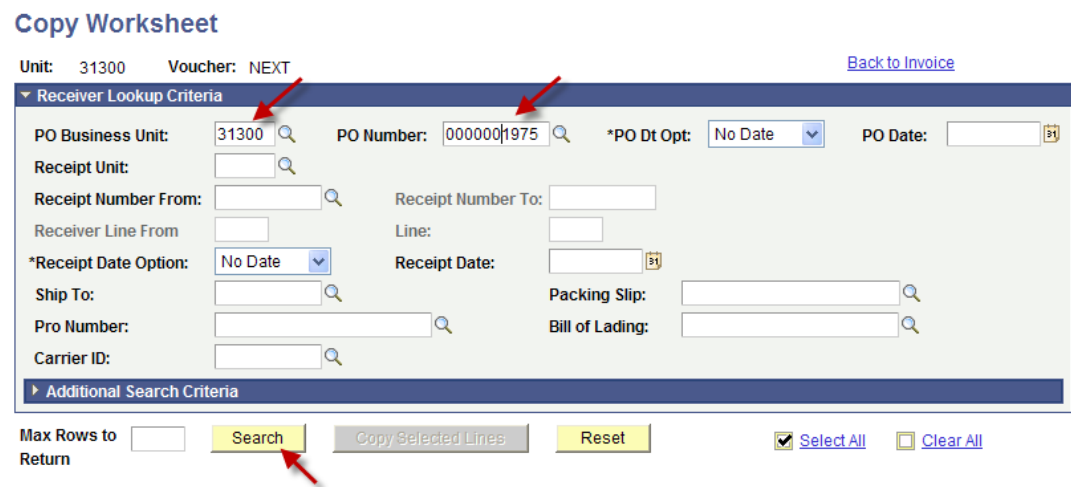
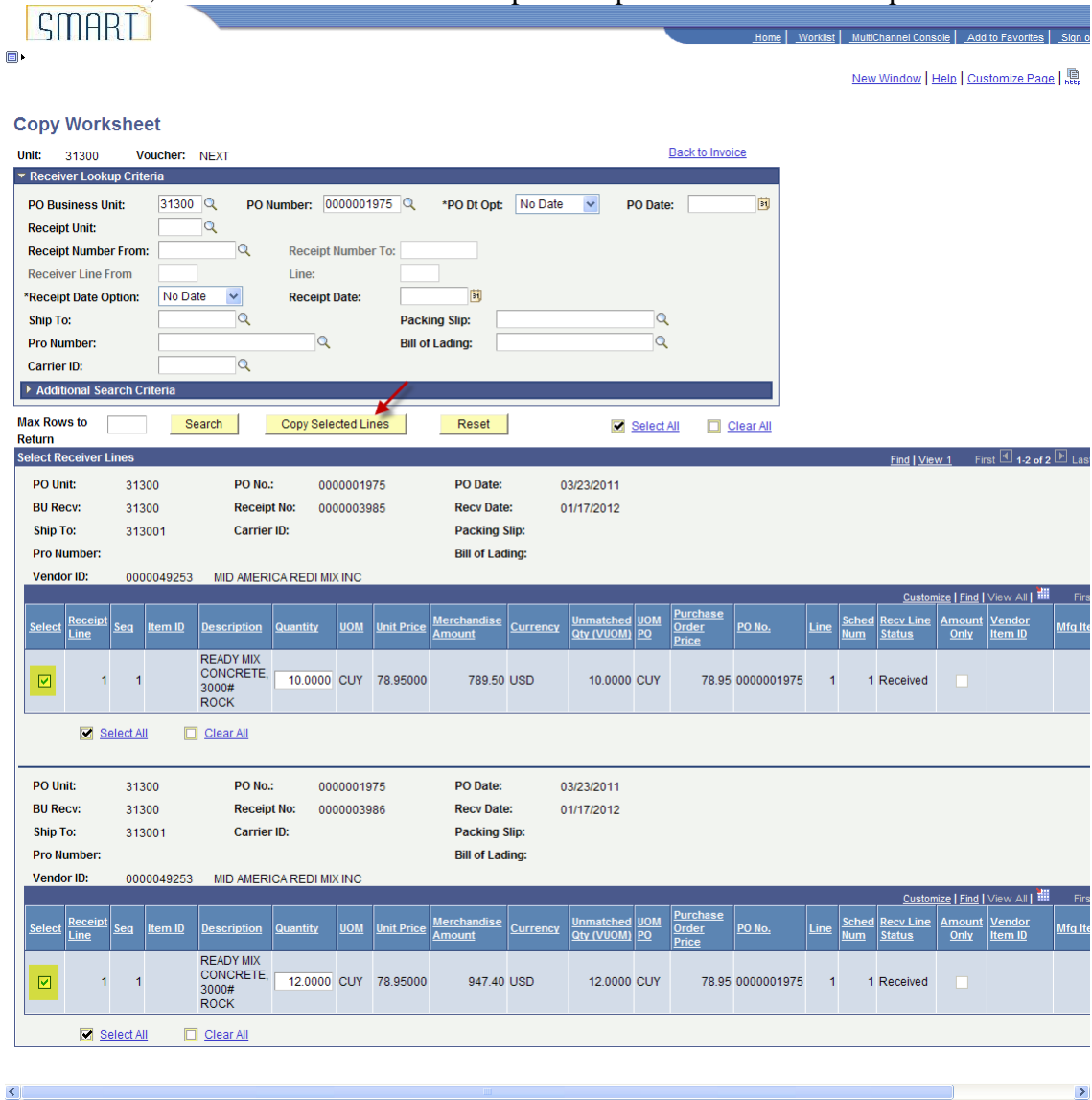


### Why should I copy from the receipt when creating a voucher?

1. You are less likely to have to adjust the quantity/amount on the voucher. When you copy from the receipt line, the quantity/amount received is pulled in not the total PO quantity/amount.
2. Fewer matching issues. There is a known problem in SMART that we believe should be resolved once bundles have been applied. At this point, however, if there are multiple receipts against one voucher line the system is duplicating the quantity/amount received when calculating during the matching process. The result is that SMART believes the PO is fully matched when in actuality it has only been partially matched. By copying from the receipt there will not be multiple receipts against one voucher line and therefore will not create this duplicating issue during the matching process.

Step	Action
1	<p>Navigate to: Accounts Payable, Voucher, Add/Update, Regular Entry – Add a New Value tab</p> <p>Add a new voucher.</p> 

Step	Action
2	<p>On the Invoice Information tab, select “PO Receipt” from the drop down list next to the Worksheet Copy Option field</p> 
3	<p>Enter your PO Business Unit and click the magnifying glass to look up the appropriate Purchase order number and click the search button. This will show you all the receipts that have not been vouchered against for this PO.</p> 

Step	Action
4	<p>Scroll all the way to the right of the screen and select the View All link. Be sure to select all the receipts/receipt lines that you want to pull into the voucher and then select the “Copy Selected Lines” button. Select the “Select All” link if all receipt lines for that receipt are to be included in the voucher. If you have more than one receipt to include in the voucher, be sure to select all the receipts/receipt lines as in the example.</p>  <p>The screenshot displays the SMART system's 'Copy Worksheet' interface. At the top, there's a navigation bar with links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, the 'Copy Worksheet' title is shown. The 'Receiver Lookup Criteria' section contains several search fields: PO Business Unit (31300), PO Number (0000001975), Receipt Unit, Receipt Number From/To, Receipt Date, Ship To, Pro Number, Carrier ID, and PO Date. A red arrow points to the 'Copy Selected Lines' button. Below the search criteria, there's a 'Select Receiver Lines' section with a table of receipt lines. The table has columns: Select, Receipt Line, Seq, Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amount, Currency, Unmatched Qty (VUOM), UOM PO, Purchase Order Price, PO No., Line, Sched Num, Recv Line Status, Amount Only, Vendor Item ID, and Mfg Itm. The first row shows a receipt line for 'READY MIX CONCRETE, 3000# ROCK' with a quantity of 10.0000 CUY and a unit price of 78.95000. The 'View All' link is visible at the bottom right of the table.</p>

Step	Action																																																																																												
5	<p>Once you click the copy selected lines button, the receipt lines will be copied into the voucher. In this example, two (2) separate lines will be created on the voucher, one (1) for each receipt:</p> <div> <p><b>Invoice Information</b></p> <p>Business Unit: 31300 Invoice Number: Test  Voucher ID: NEXT Invoice Date: 01/17/2012  Voucher Style: Regular  Setoff Status: Not Processed by Setoff Interfund Status: N/A</p> <p><b>Copy from a Source Document</b></p> <p>PO Unit: Purchase Order: Worksheet Copy Option: None</p> <p>Vendor: 0000049253  Name: MIDAMERIC-035  Location: 001  *Address: MID AMERICA REDI MIX INC  PO BOX 2146  HUTCHINSON, KS 67504-2146</p> <p>*Pay Terms: 30NET  Control Group:  Accounting Date: 01/17/2012  *Currency: USD  Total: 1,736.90</p> <p><b>Invoice Lines</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>*Distribute by</th> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Amount</td> <td></td> <td>READY MIX CONCRETE, :</td> <td>10.0000</td> <td>CUY</td> <td>78.95000</td> <td>789.50</td> </tr> </tbody> </table> <p><b>Distribution Lines</b></p> <table border="1"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th>Quantity</th> <th>*GL Unit</th> <th>Dept</th> <th>Fund</th> <th>Bud Unit</th> <th>Program</th> <th>Account</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.0000</td> <td></td> <td></td> <td>789.50</td> <td>10.0000</td> <td>31300</td> <td>3130600000</td> <td>8600</td> <td>8045</td> <td>99000</td> <td>534100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Invoice Lines</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>*Distribute by</th> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Amount</td> <td></td> <td>READY MIX CONCRETE, :</td> <td>12.0000</td> <td>CUY</td> <td>78.95000</td> <td>947.40</td> </tr> </tbody> </table> <p><b>Distribution Lines</b></p> <table border="1"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th>Quantity</th> <th>*GL Unit</th> <th>Dept</th> <th>Fund</th> <th>Bud Unit</th> <th>Program</th> <th>Account</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.0000</td> <td></td> <td></td> <td>947.40</td> <td>12.0000</td> <td>31300</td> <td>3130600000</td> <td>8600</td> <td>8045</td> <td>99000</td> <td>534100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Balancing</b></p> <p>Business Unit: 31300  Voucher ID: NEXT</p> <p>Invoice Lines: 0.000  Misc Charge Amount:  Freight Amount:</p> <p>(minus) Total: 1,736.90  (equals)</p> <p>Non Merchandise Summary</p> </div>	Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount	1	Amount		READY MIX CONCRETE, :	10.0000	CUY	78.95000	789.50	GL Chart	Exchange Rate	Statistics	Assets	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity	Source Type	1	100.0000			789.50	10.0000	31300	3130600000	8600	8045	99000	534100				Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount	2	Amount		READY MIX CONCRETE, :	12.0000	CUY	78.95000	947.40	GL Chart	Exchange Rate	Statistics	Assets	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity	Source Type	1	100.0000			947.40	12.0000	31300	3130600000	8600	8045	99000	534100			
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